



# Starting Family Tree: Navigating, adding, standardizing, printing

## Introduction

**Family Tree** - Links to the pedigree, details, and ordinances of deceased individuals. There are four ways to view the ancestors of the person signed in to Family Tree: Landscape, Portrait, Fan Chart and Descendancy. Landscape is the default view.

**Memories** - Links to the Photos, Stories, Documents, Audio, People, Albums, and Find applications. The site currently allows users to add four types of memories: photos, documents, stories, and audio.

**Temple** - Lists the ordinances you have reserved for individuals and families. Allows you to print Family Ordinance Request (FOR) forms, unreserve ordinance requests and assign reserved ordinances to a temple.

*Note: By hovering your mouse over an item in the header, options to quickly navigate to a specific place within that section will appear.*

## The Family Tree Menu Bar

**Tree** - Takes the user to the last person shown in the main position. Drop down arrow shows previously viewed history list of persons. Clicking on a name puts that person in the main position of the tree. The first person on the history list is always the user that is logged in.

**Person** - displays the details page of the last person displayed. Drop down arrow shows previously viewed history list of persons. Clicking on a name opens the details page for that person. The first person on the history list is always the user that is logged in.

**Find** - finds an ancestor within Family Tree by name or ID number.

**Lists** - lists the people you are watching, as well as listing recent changes made.

**What's New** - links to the FamilySearch Blog which lists updates to the system.

## Pedigree Views

- Landscape View
- Fan Chart View
- Portrait View
- Descendancy View

## Person's Summary Card

The Summary Card lists the person's name, vital information, Person ID number, and status of the person's temple ordinances.

## Person's "Details" Page

## **Adding and Editing**

- Life Sketch – Brief biography of the person
- Vital Information – Name, gender, birth, christening, death and burial information
- Other Information – Alternate names and other specific facts about the person
- Family Members – Details about spouses, children, parents and siblings
- Sources – Documentation of birth, marriage, death, or other vital information
- Discussions and Notes – Interaction with other interested researchers or family members

## **Printing**

Charts can be printed from the various views:

- Person's Page: Pedigree Charts
- Family Group Record
- Landscape View
- Portrait View
- Fan Chart View

## **Other Information**

Other functionality in Family Tree:

- Watch/Unwatch
  - Receive an e-mail notification when anyone makes changes to a specific individual in Family Tree
  - Send a message to corroborate with someone
  - Turn on the Watch feature for a specific individual, either from their Summary Card or from the Person's page, by clicking on "Watch" to begin watching. To turn off the Watch feature, click on "Unwatch". When the star is black, you are watching the individual.
- Latest Changes - A record of changes made to an individual's information. Changes can be restored back to their original state, if appropriate. Click on to see all the changes that have been made.
- Tools
- Quick Start – From the User's own person page, clicking on Quick Start will display four generations of vital information similar to what is found in the Family Booklet.

## **Utilizing "Get Help"**

The "Get Help" button is used to access the Help Center and other help resources, and is located in the upper right corner of the FamilySearch screen.

The Get Help menu has two panels. The "Contact Us" options on the right remain the same wherever you are on FamilySearch, but the "Self Help" options on the left are specific to the menu tab you are currently on.

## **Contacting FamilySearch**

- Call Us – Provides toll free numbers to FamilySearch Support (U.S. is 1-866-406-1830)
- Live Chat – Can choose Technical and Product Support or Research Assistance
- Send Message – Submit a problem or question (Case) to Support for response via e-mail
- Find Local Help – Lists your local family history consultants and nearby Family History Centers

## **Help Center Resources**

- Help Center – Allows the user to select help by topic
- FAQ's – Commonly asked questions are listed, along with a search box to type in key words for policy documents or for answers to other questions
- Learning Center Resources – The Learning Center displays online courses, including Family Tree training lessons and videos.

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